Job Title: Service Lead – Adult Learning Disabilities Service

GRADE 12

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

Have access to more good jobs and share the benefit of economic growth
Be healthier and more independent for longer
Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

Ambitious – We are ambitious for our communities and citizens
Courageous – We recognise our challenges and are prepared to make courageous decisions
Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

The Adult Learning Disability Teams provide social care assessment, case management and safeguarding support across Staffordshire working alongside the citizens of Staffordshire who are living with a learning disability and/or autism and with their family/carers/significant others. There are two generic teams, a Young Adults Team and a County Wide team that work closely with commissioners to ensure that we have the best models of support and accommodation across Staffordshire. The teams undertake outcome focused assessments and develop support plans to meet peoples assessed eligible needs as defined in the Care Act 2014 and other relevant legislation. Staffordshire promotes an asset-based approach that builds on people's strengths, their family and community-based support, promotes independence and meets identified outcomes and aspirations.

These teams are part of the wider Adult Social Care Team within the council.

Reporting Relationships

Responsible to: Strategic Lead, Adult Learning Disabilities
Responsible for: Assistant Service Leads

About the Role

The Service Lead will provide senior leadership to the adult social care staff in the Adult Learning Disability service. They will work closely with the Strategic Lead to develop the service, the teams and the workforce to ensure that staff are clear about expectations and their role in working with learning disabled and autistic adults. They will providing effective leadership to the Adult Learning Disabilities Assessment, Case Management and Safeguarding Teams. Providing line management and supervision to the Assistant Service Leads, providing strategic leadership to the teams by supporting the Strategic Lead.

The Service Lead is a key role in developing effective partnerships with internal SCC partners and external partners including health and local community partners. They must be able to work across organisations and professions to enable practitioners to achieve the best outcomes. They will be members of a senior leadership team across Adult Learning disability services driving forward strengths based practice and the implementation of the One Adult Social Care vision.

The Service Lead will influence the workforce development plan and ensure that the service has the right skills in place to deliver best practice and respond to legislative requirements and changes in national and regional guidance. The Service Lead will be required to have an understanding of and to deliver on the key performance indicators and the financial expectations of the service.

The post holder will practice in a strengths-based way, engaging staff and the people we work with to inform and develop practice, valuing experts by experience as well as engaging with partners across the health and social care system promoting Social Work as an important profession supporting learning disabled and autistic people to achieve their aims and aspirations.

Key Accountabilities:

To be responsible for a range of activities as requested by the senior leadership team and the Strategic Lead, to provide senior leadership to Adult Social Care staff on a day to day basis. This post will also be responsible for the management of budgetary arrangements

across a large operational team alongside taking the management lead for team and individual performance

1. Provide professional leadership to the Adult Learning Disability teams to enable them to maintain efficiently and effectively a team of qualified and unqualified staff delivering an assessment and care management service to ensure that the service is effective and meets the needs of people with learning disability and/or autism.

2. Contributing to the development of best practice within the Adults with Learning Disabilities Assessment and Safeguarding service to deliver the best experience to learning disabled and autistic people.

3. Leading on the delivery of the statutory responsibilities in relation to adult social care including under the Care Act (2014), the Mental Capacity Act (2005) and the Mental Health Act (1983) and other associated relevant legislation.

4. Inform the strategic developments and act as a change agent to support the Strategic Lead in implementing new ways of working and approaches across the service including the development and maintenance of service plans.

5. Work closely with education, health and social care system partners, contributing to initiatives and leading where appropriate. This will ensure that the social care voice is heard alongside that of the person living with autism.

6. Promoting and supporting the identification of actual or potential safeguarding issues and ensuring that these are promptly acted upon in line with policy, procedure and legislative guidance.

7. Leading and hearing the outcomes of complaints investigations and leading as instructed by the Strategic Lead. Supporting learning across the activity of the service to ensure positive and continuous improvement.

8. Ensuring positive financial management to support the wider service to keep within budgetary limits whilst meeting eligible care needs in the most appropriate way.

9. Maintain a high level of motivation within a team to inspire positive performance and delivery.

10. Maintain knowledge of legislation, national and regional guidance and research developments and outcomes to inform best practice.

11. Review and authorise DoLS assessments in line with the statutory responsibility of the Local Authority.

12. Ensure compliance with the Professional Capabilities Framework, Social Work England's Professional Standards of Practice and Code of Conduct including the requirements for employers of Social Workers.

13. Any other duties commensurate with the grading and nature of the post.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

1. Making a contribution to the achievements of the Council including the Adult Social Care Service Delivery Plan, Team Planning and individual objectives.
2. Operating at all times within the professional ethics and disciplines of Social Work and to comply with the professional standards and codes of practice as set out by Social Work England and in the BASW Code of Ethics.
3. Behave in a way that is consistent with the expectations and standards of the Council
4. Maintain professional registration with Social Work England and compliance with professional standards and the requirements of this body

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to support the implementation of any approved savings and investment allocated to the service.

Support practitioners to seek cost effective and least restrictive solutions with service users

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application
I = Assessed at Interview
T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership	
	• Professional Social Work qualification (appropriate degree, Dip SW, CQSW, CSS)	A/I
	• Registration with Social Work England	A
	• Successful completion of or willingness to undertake post qualifying awards including BIA, Practice Educator or the Approved Mental Health Practitioner	A/I
	• Management qualification/relevant experience	A/I
	Knowledge and Experience	
	• Substantial post qualification experience.	A
	• Significant knowledge and experience of the impact of learning disability and/or autism on adults and their families	A/I
	• Relevant training and experience in safeguarding	A/I
	• Understanding of the structures and systems in place which provide the framework for undertaking all relevant duties	I
	• Understanding of the legislative and policy context of services for adults with a learning disability, including case law and findings from enquiries.	I
	• Understanding of learning disability and the impact, for individuals, their families and society	I

	• Knowledge of adult physical, intellectual emotional and social development and family dynamics. • Knowledge and experience of applying the Mental Capacity Act assessments, Best Interest Assessments/DOLs. • Experience of reviewing and approving DOLs assessments. • Understanding of the principles of the different funding streams available to support adults. • Experience of challenging, assessing and enhancing the professional practice of colleagues. • Evidence of supporting staff to apply a range of theories and models for social work interventions with adults, families groups or communities • Highly motivated, curious and passionate about improvement and making a difference • Clear understanding of and commitment to equal opportunities and anti-discriminatory practice	I I I I I I I I I
	Skills • An ability to support staff in undertaking high quality timely assessment, planning, monitoring and review of individual cases, utilising the "Just enough support" ethos. • An ability to ensure effective communication and involvement of learning disabled and/or autistic adults, and their carer's • The ability to mentor and motivate colleagues and to contribute to the development of services through a team approach • Ability to work in partnership with other agencies • Ability to assume responsibility and be accountable for decisions made using own initiative within the boundaries of the scheme of delegation • A flexible and enthusiastic attitude and willingness to contribute to the team function and development • Good communication skills at all levels • High level recording and report writing skills • An ability to be organised, practice good time management and take responsibility for own workload and planning. • High standards of ICT literacy and skills	A/I A/I A/I A/I A/I A/I A/I A/I A/I

	• This job requires an enhanced DBS clearance as do the posts that sit underneath it.	A/I
	• Car driver (suitable adjustments made in line with Disability Discrimination Act 1995). This post is designated as a casual car user	A/I

If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**